

## **FOOD SAFETY PLAN RECORDKEEPING**

### **DOCUMENTATION (RECORDS)**

### **DOCUMENTATION SCHEDULE**

#### **Food Production Records**

Time and Temperature for Cooking	Daily
Time and Temperature for Holding	Daily
Time and Temperature for Cooling	Daily
Time and Temperature for Reheating	As Needed
Critical Control Points (Before Serving)	Daily
Critical Control Points (After Serving)	Daily
Discarding Food	As Needed
Calibration of Thermometers	As Needed

#### **Equipment Temperature Records**

Invoices Documenting Receiving Temperatures	Each Delivery
Refrigeration Log	Daily
Freezer Log	Daily
Receiving Log (transporting)	Daily

#### **Review Records**

Food Safety Checklist	As Needed
Copies of the Health Inspections	Twice Yearly

Corrective Action Records	As Needed
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#### **Staff Responsibility:**

All foodservice staff will be held responsible for recordkeeping duties as assigned. Overall, the foodservice manager will be responsible for making sure that records are being taken and for filing records in the proper place.

#### **Recordkeeping Procedure:**

- ✓ All completed forms will be filed in the filing cabinet in the foodservice manager's office.
- ✓ The foodservice manager is responsible for making sure that all forms are updated, available for use, and filed properly after completion.
- ✓ The foodservice manager and/ or child nutrition director will be responsible for educating all foodservice personnel on the use and importance of recording critical information.